

Running a Meeting

The Role of the Facilitator

The Team Leader/Facilitator is usually responsible for setting a base agenda, facilitating meetings, and encouraging communication among team members as needed. He/She is in charge of motivating the team to accomplish its task and making sure the Venture is staying on track.

Create and pass out the agenda prior to the meeting so meeting attendees know what to expect or bring to the meeting.

Hand out meeting roles to each person attending. This will help everyone feel like they're an important member of the group. Roles can be written on notecards or placemats, which can be collected at the end of each meeting and reused at the next meeting.

Quickly read the agenda out loud to the group and ask if there are any items to add. If there are items to add, add them to the bottom of the agenda.

Read each new item as listed on the agenda and defer to the person in charge of that item. For example, "Erika will now take us through the notes from the party committee."

Create action steps. If you have lots of issues on the agenda, don't wait until the end of the meeting to assign team members to action steps. Build a list of next steps as the meeting progresses.

Keep the discussion on track. If someone is going off the agenda or is speaking too long, pull him/her back in. Be gentle but firm; people respect a meeting that is run well.

Summarize what you hear. Wrap-up each agenda item by summarizing any conclusions out loud.

Use the power of your position wisely. Don't take sides, and be fair to everyone.

Make eye contact with everyone at the meeting. Throughout the meeting, make sure that everyone is encouraged to participate and given a chance to voice his/her opinion. Also, make sure that everyone is treating each other respectfully.

At the end of the meeting, go over the action items and briefly lay out what will happen at your next meeting. If you didn't complete every item on the agenda, put the incomplete items at the top of the next meeting's agenda.

Start and end the meeting on time. Getting in the habit of sticking to the scheduled time will encourage team members to arrive on time and respect the rules of the group.

Announce the date, time, and location of your next meeting. If you take turns facilitating the meeting, make sure everyone knows who will be facilitating next.

More YV Tip Sheets

Check out these additional YV Tip Sheets:

- [Example Icebreakers](#)
- [Running a Meeting](#)
- [What is a Leader?](#)